



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE  
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

**VACANCY ANNOUNCEMENT  
Amendment #1, Dated 02-10-2006**

<b>VACANCY ANNOUNCEMENT NO.</b>	<b>OPENING DATE</b>	<b>CLOSING DATE</b>
<b>SCUSU-MPP-05-08</b> <b>SCUSU-ESEP-05-08</b>	<b>September 29, 2005</b>	<b>Applications will be accepted until sufficient applications have been received.</b>
<b>POSITION TITLE, SERIES, GRADE AND SALARY</b>		<b>LOCATION &amp; DUTY STATION</b>
<b>Pharmacy Technician (OA)</b> <b>GS-0661-05, \$28,349 per annum</b> (Includes Locality Pay Adjustment)		<b>Southern Colorado Ute Service Unit</b> <b>Ute Mountain Ute Health Center</b> <b>Towaoc, CO</b>
<b>AREA OF CONSIDERATION: All Sources</b>		

**RELOCATION:** If positions are advertised outside of the local commuting area and an applicant from outside the local commuting area is selected, then IHS is obligated to pay relocation expenses.

**CONDITIONS OF EMPLOYMENT:**

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- Selective Service Certification: If you are a male, born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

**DUTIES AND RESPONSIBILITIES:**

The purpose of this position involves the preparation, review, delivery, and control of medications and other pharmaceutical products to patients, nursing staff or physicians. Performs technical processes entailed in dispensing prescriptions, which includes a basic review of the chart to determine appropriate patient and number of medications including quantities to be dispensed and whether dosages are within acceptable ranges based on patient age and weight. Verification of provider-generated dosages and regimens or is able to list appropriate doses when asked to do so by the provider. May assist the pharmacist in performing patient education activities under pharmacist supervision with regards to information about refills on: a. Education about medication regimen(s) and remaining refills, b. Proper storage of the medication, c. Side effects of medication and documentation for the pharmacist. Reviewing chart flags and the problem list against the medication plan to prevent the inappropriate dispensing of medications to which the patient may have reaction. Documents pharmacy services in the appropriate section of the PCC form. Enters data into computer accurately for proper prescription labels, assembling labels, verifying Drug-O-Matic, and appropriate dosage forms for review by the pharmacist prior to the pharmacist dispensing. Restocks the automated prescription machine, DRUG-O-MATIC, performs routine maintenance functions, and verifies prescription and places prescription on patient's chart to be checked by a pharmacist. Manufactures products requiring compounding techniques, which are made for, more than one patient. Interprets the compounding product card, measures the appropriate ingredients and mixes in a safe manner, according to protocol. Prepares various medications by putting medications from bulk containers into Unit of Use containers correctly labeling the containers, and documenting the procedure before a final check by a pharmacist. Interviews patients at the pharmacy intake for third party coverage. Manages the drug supply function of the pharmacy department from assessment of need, preparing of purchase orders and requests, placing computer generated or phone orders to wholesalers or prime vendor, receipt and placement of incoming orders into inventory with appropriate documentation. Prepares daily

drug orders using the Prime Vendor Computer software program. Orders, receives, and accounts for departmental supplies by using standard stock amounts and his/her personal knowledge of the needs of the department in coordination with the pharmacist. Participates in designed ongoing Performance Improvement activities in the pharmacy department as required by AAAHC. Performs inspection of drug storage sites and insures that procedures in effect in drug storage areas are in accordance with established standards for the facility to comply with AAAHC standards. Enters data into the U. S. Pharmacopeia MEDMARX System, the National Database for Medication Errors, as required by IHS and Service Unit Policy.

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## **COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:**

Candidates must have had at least 52 weeks of Specialized Experience equivalent to the GS-4 grade level.

**Specialized Experience:** Experience as a Pharmacy Technician working hospital pharmacy, retail pharmacy, institutional pharmacy, or organized healthcare systems pharmacy. Examples of the types of experience that will be credited are shown above under “Duties and Responsibilities.” Experience must have provided a basic knowledge of:

- Pharmaceutical nomenclature;
- Characteristics, strengths, and dosage forms of pharmaceuticals;
- Pharmaceutical systems of weights and measures; and the
- Variety of procedures and techniques involved in the care, storage, repackaging, bulk compounding, and distribution of pharmaceuticals.

**OR**

### **Education and training:**

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions. Transcripts are required if applying substitution of education.

Successful completion of a full four (4) year course of study leading to a bachelor’s degree with major study in pharmacy, or that included at least 24 semester hours in pharmacy-related courses.

Successful completion of pertinent specialized training courses in pharmaceutical and pharmacy practices while serving in the Armed Forces is creditable on a month-for-month basis up to the 1 year of specialized experience required for GS-5.

**Proficiency Requirements:** In addition to meeting experience or education requirements, applicants for this position must show possession of Office Automation skills and must have typing proficiency of 40 words per minute. Applicants can certify that they can type a minimum of 40 words per minute by signing the application. Candidates can certify this information on Section E – Other Qualifications of their signed OF-612, OR by attaching a signed statement with their application.

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. Applicants must address the following KSAs on a separate sheet of paper.

1. Ability to label and fill prescriptions for final pharmacist check.
2. Knowledge of proper procedures of ordering, receipt of incoming pharmacy supplies, and storage requirements.
3. Knowledge of pharmacy packaging equipment, containers, and proper labeling systems.
4. Working knowledge of pharmacy third party payer systems and procedures.

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## **WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

**Non-Status Candidates:** Applications will also be accepted from non-status candidates (individual who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**Indian Preference:** Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

**Veterans Preference:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**Commissioned Corps Officers:** PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by IHS Circular No. 87-2, date July 9, 1987 and all other documents specified in this announcement including KSAs, transcripts, registration, etc.”

**Displaced Federal Employees Requesting Special Selection Priority Consideration:** If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).

**Career Transition Assistance Program (CTAP)** -- To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

**Interagency Career Transition Assistance Program (ICTAP)** – If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

- 1) Received a specific RIF separation notice; or
- 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
- 3) Retired with a disability and whose disability annuity has been or is being terminated; or
- 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
- 5) Retired under the discontinued service retirement option; or
- 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

**Well-Qualified Definition:** Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

Only U.S. citizens may be appointed to the Competitive Service.

**Reasonable Accommodations:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Cordelia Tsadiasi, (505) 782-7516. The decision on granting reasonable accommodation will be made on a case-by-case basis.

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#### **WHERE TO APPLY:**

**Applications MUST be submitted to the following address:**

Indian Health Service  
Zuni-Ramah Service Unit  
Human Resources Office  
P.O. Box 467  
Zuni, NM 87327

For copies of vacancy announcements, contact us at (505) 782-7516 or download from the IHS website at [www.ihs.gov](http://www.ihs.gov) or OPM website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov). We do not FAX vacancy announcements.

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#### **REQUIRED DOCUMENTATION:**

**Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS only. This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**

The OF-306, Declaration for Federal Employment. Form may be downloaded from: [http://www.opm.gov/Forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/Forms/pdf_fill/of0306.pdf).

Addendum to Declaration for Federal Employment Indian Health Service Child Care and Indian Child Care Worker Positions.

See "How to Apply" on last page, for additional information.

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#### **OTHER IMPORTANT INFORMATION:**

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of the Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of

misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant; if filling an identical additional position in the same geographic location; if the qualification requirements are the same and if an Indian preference eligible is on the certificate. If an Indian preference eligible is not on the certificate, the vacancy must be re-announced.

**EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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**DIVISION OF HUMAN RESOURCES CLEARANCE:**

*/s/ Cordelia Tsadiasi*

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Human Resources Specialist

*02-10-2006*

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Date

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

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**Item 15a. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

(Please print)

**Job Title in Announcement:** \_\_\_\_\_ **Announcement Number:** \_\_\_\_\_

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES\_\_\_\_\_ NO\_\_\_\_\_

*[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES\_\_\_\_\_ NO\_\_\_\_\_

*[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
**Applicant's Signature (sign in ink)**

\_\_\_\_\_  
**Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**

FORM APPROVED: O.M.B. NO. 0917-0028

Expires 02/28/2009

## HOW TO APPLY

The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.		
<b>Optional Application for Federal Employment – Form Number OF-612</b> <a href="http://www.opm.gov/forms/pdf_fill/of0612.pdf">www.opm.gov/forms/pdf_fill/of0612.pdf</a>	<b>Application for Federal Employment Form Number SF-171</b> <a href="http://forms.psc.gov/forms/SF/SF-171.pdf">http://forms.psc.gov/forms/SF/SF-171.pdf</a>	<b>Resume or Other written application format with information requested below.</b> <a href="http://www.opm.gov/forms/pdfimage/of0510.pdf">www.opm.gov/forms/pdfimage/of0510.pdf</a>

If your resume or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience.

Your resume or application format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

### **JOB INFORMATION**

Announcement number, title and grade of the job for which you are applying.

### **PERSONAL INFORMATION**

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

### **EDUCATION**

High School (name, city, state, ZIP code if known), and date of diploma or GED.

College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).

To obtain educational credit, applicants must submit a copy of all college transcripts.

### **WORK EXPERIENCE**

Copy of latest Personnel Action (SF-50B) if current or former Federal employee.

Highest Federal civilian grade held (give job series and dates held).

Work experience (paid and unpaid)

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current Supervisor.

### **OTHER QUALIFICATIONS**

Give dates but do not send documents unless requested.

Job related training courses

Job related skills, i.e., computer software/hardware, tools, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

### **KSA's**

**Submit the following documents along with your chosen application format if you are in one of the following categories:**

<b>COMMISSIONED OFFICER</b>	<b>INDIAN PREFERENCE</b>	<b>VETERAN PREFERENCE</b>	<b>FEDERAL EMPLOYEE</b>
Current Billet description	Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.	Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veterans Preference, Form SF-15.	Copy of latest Notification of Personnel Action, SF-50
Most recent "Commissioned Officers Effectiveness Report".			Copy of current performance appraisal.
Child Care Statement Form	Current Albuquerque Area employees may state that proof of Indian Preference is on file in the Official Personnel Folder	To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.	Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.
Copies of Licensures	Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.	Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.	